

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	Associate Information Systems Analyst (Specialist)
<b>Position #:</b>	051-340-1470-XXX
<b>Salary Range:</b>	\$4619 - \$5897
<b>Issue Date:</b>	October 20, 2008
<b>Contact:</b>	Nedra Bryan (916) 323-6695
<b>Location:</b>	Information Systems Division 300 Capitol Mall, 7 <sup>th</sup> Floor Sacramento, CA 95814
<b>Final Filing Date:</b>	(Statewide) Until Filled

## Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Information Systems Division  
ATTN: Nedra Bryan – Ref# 09-052  
300 Capitol Mall, 7<sup>th</sup> Floor  
Sacramento, CA 95814

## Scope of the Position:

Under the general supervision of a Data Processing Manager III or lead, the incumbent conducts purchases for information technology (IT) computer hardware, software, maintenance, and services. The incumbent will work as a team member and follow State policies, guidelines, and procedures in assisting with IT procurement. Secondary responsibilities involve providing staff with maintenance on PC Desktops, computer software, and other intellectual property license copyright licensing compliance. The incumbent will assist with monitoring computer software license purchases and copyright violations, and will utilize the automated integrated system, for computer software license inventory, purchases, renewals, upgrades, and reports specific to policy adherence. Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Assist with the initial purchase activities for IT hardware, software, maintenance, and services. Request estimates from a vendor list, request quotes, record the received quotes, and proceed with a purchase once a vendor is selected. Obtain technical, functional, and budget approval for all purchases.
- Assist with the preparation of purchase documents and submit to the budget office for processing. Monitor and follow up with the vendor on order status, and update receiving and asset management records (in stock). Record vendor's invoice data, verify invoices against purchase order and/or packing slip documents, resolve discrepancies and submit for manager approval of invoices.
- Review the quarterly report for products that are within one month of the contract and/or warranty end date, and mark for review. Prepare monthly report statistics, specific to IT computer purchases. Answer inquiries from customers or management for ad hoc reports or statistics. Monitor IT purchase baseline figures and document changes. Participate in assignments or projects that have IT computer purchase impact and provide analysis and recommendations. Act as the secondary contact for all IT computer purchase audits.
- Study and become proficient in the proper use of the automated integrated system, using function workflows and desk procedures. Maintain a current level of knowledge and awareness of computer software licensing and purchasing trends impacting the Controller's Office policy, guidelines, procedures, and controls. Test new computer software products and version upgrades.
- Collaborate with staff in the production of the report on the Controller's Office LAN, PC desktop and communications computer software, and other intellectual property license copyright purchases, renewals, and upgrades compliance. Maintain and update the Controller's Office guidelines, procedures, and controls to ensure no violation of applicable copyright laws and Federal or State licensing.

For more details, please contact Nedra Bryan at (916) 323-6695.